

CENTER FOR PROFESSIONAL BOARDS AND COMMISSIONS
ASSISTED LIVING RESIDENCE ADMINISTRATOR CERTIFICATION BOARD

3 CAPITOL HILL
CONFERENCE ROOM 104
PROVIDENCE, RHODE ISLAND

Friday, December 18, 2015
9:00 AM

OPEN SESSION MINUTES

BOARD MEMBERS IN ATTENDANCE

James Flanagan
Carol Hamel
Mark Lescault
Karen Peck

BOARD MEMBERS NOT IN ATTENDANCE

None

STAFF MEMBERS IN ATTENDANCE

Donna Valletta, Board Manager

OTHERS IN ATTENDANCE

None

1. Establishment of a quorum

A meeting of the Assisted Living Residence Administrator Certification Board was held on Friday, December 18, 2015, at the Rhode Island Department of Health, Conference Room 104, 3 Capitol Hill, Providence, RI 02908. A quorum was established and the Open Session meeting was called to order at 9:04 am on a motion by Chairperson James Flanagan and seconded by Karen Peck. Motion carried.

2. Board Manager Report

a. Application Review Process

Donna Valletta advised the Board that with the Board's approval, Dr. Nicole Alexander-Scott would like to delegate the responsibility back to the Department to be responsible for the review and approval of complete applications in the interim of scheduled board meetings. The Board voted and agreed for the Department to review applications to accommodate the needs of applicants and prospective employers. Applications that require further clarification of credentials will be deferred to the Board Chairperson or the next scheduled board meeting. The Board requested a list of all approved applicants be provided at scheduled board meetings.

b. *Rules and Regulations for the Certification of Administrators of Assisted Living Residences (R23-17.4-ALA)*

On November 14, 2014, the Board reviewed, discussed, and proposed changes to the rules and regulations. Donna Valletta prepared a red-lined version of the rules and regulations and forwarded to the appropriate Department staff. Ms. Valletta has not been informed on its status.

c. Community Care Options Continuing Education Courses

The Board reviewed and denied Community Care Options' Continuing Education Courses for failure to comply with R23-17.4-ALA.

3. Chairperson Report

- a. Chairperson James Flanagan canceled the March 4th meeting due to a conflict and requested a meeting for February 26th and requested Sarah Harrigan to attend to discuss board vacancies and rules and regulations.

4. Motion to adjourn to Closed Session

Pursuant to Sections 42-46-4 and 42-46-5(a)(1) of the Rhode Island General Laws, for the purpose of discussing job performance, character, physical or mental health of applicants for licensure. Said individuals have been notified in advance by writing that they may request that the discussion be held at an open meeting. Also, pursuant to Sections 42-46-4 and 42-46-5(a)(4) of the Rhode Island General Laws, for investigatory proceedings regarding allegations of civil or criminal misconduct.

5. Return to Open Session

Motion was made by Mark Lescault and seconded by Karen Peck at 9:42 AM to re-open the Open Session and to seal the Minutes of the Closed Session pursuant to Sections 42-46-4, 42-46-5 and 42-46-7 of the Rhode Island General Laws. Motion carried.

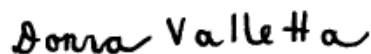
6. Final Actions on all votes taken in Closed Session

- The board reviewed and proposed action on four (4) applications.

7. Adjournment

The next Assisted Living Residence Administrator Certification Board meeting will be held Friday, February 26, 2015, at 9:00 AM at the Rhode Island Department of Health, Conference Room 104, 3 Capitol Hill, Providence, RI 02908. Motion was made by Mark Lescault and seconded by Karen Peck to adjourn at 9:45 AM. Motion carried.

Respectfully submitted,



Donna Valletta
Board Manager
Center for Professional Boards and Commissions